1.3 August 1976

MEMORANDUM FOR: Processing Division and Staff Chiefs

STATINTL

FROM   :   ██████████████

        .   Deputy Director for Processing

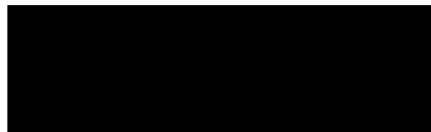SUBJECT   : Processings Missions and Functions

    1. The recent ODP reorganization resulted in former CJCS Divisions work functions being performed by several of the new Divisions within Processing. This has resulted in the problem of identifying who is doing what. Consequently, the need for a Processing "Policy and Procedures" manual has surfaced, which is to describe Divisions' missions, functions and procedures for accomplishing work.

    2. A study which is nearing completion, has resulted in the documenting of the attached Processing's components' missions and functions (with the exception of GIMS Division). It is requested that each addressee review this document to ensure that these missions and functions are correctly stated. Written corrections are to be forwarded to ████████████ no later than 20 August 1976.

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    3. The GIMS Division missions and functions will be disseminated under separate cover on completion in the near future.

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Attachment: a/s

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MISSION_AND_FUNCTICNS

OFFICE CF THE DEPUTY DIRECTCR FCR PROCESSING

(DD/P/CDP)

Mission

The DD/P manages Processing's resources in support of CDP's mission to assu
that the Agency's computing needs are met, as prescribed in HR1-14].

Functions

o   Recommends plans and policy to D/ODP in support of ODP's mission.

o   Manages Processing's resources for implementing D/ODP-approved pol
       and plans.

o   Ensures the availability of CDP's computing resources to fulfill t
       Agency's current and planned computing requirements.

SUPPORT STAFF
(SS/P/ODP)

Mission

SS/P provides the administrative and planning support for Processing. SS is responsible for Processing's training, personnel, security, and logistics matters, and interfaces with the appropriate ODP and Agency components in execution of these duties; provides technical writing and library support to ODP; coordinates and prepares budget and Program CALL documents; and is responsible for all ODP procurement actions.

Functions

o   Originates procurement requests for hardware, software, and other related materiel and services, as approved by the DD/P; coordinates and serves as the focal point for ADP procurement and contracting actions with the Office of Logistics (OL).

o   Processes requests for terminals and remote job-entry (RJE) equipment connected to ODP computers, and coordinates these requests with the Offices of Security and Communications.

o   Monitors Processing's budgets.

o   Monitors ADP contracts and maintains appropriate records.

o   Provides general administrative support related to personnel, logistics, internal-external training, security, financial coordination or scheduled-unscheduled reports (e.g., activity, logistical, etc.), and any other general administrative request deemed necessary by the DD/P.

o   Maintains centralized management-information files of a corporate interest.

o   Writes, edits, generates, and coordinates the publication and distribution of technical (e.g., Tech Notes, user's guides, procedures, etc.) and non-technical (e.g., "Newsletter," Facility Writing Standards Organization and Functions, Office procedures, miscellaneous references, etc.) computer- and Office-related documentation, as requirements dictate.

o   Assists Office components in their intercomponent writing tasks (i.e., ADPCH Documentation Standards, Harvest User's Guide, Centralized Library System, offsite tape storage procedures, etc.).

o   Coordinates the publication of all distributed user documents.

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o   Establishes   and   implements   writing   standards   for   technic
     publications.

o   Coordinates   the   accuracy   and   integrity   of   computer   syst
     documentation with the appropriate Processing components.

o   Maintains a current inventory of the most-commonly requested ver:
     manuals and Agency-produced computer-related documentation.

o   Maintains a lending library of computer-related textbooks, whi
     includes monthly updating of a "KWIC Index" computer listing of t
     textbooks on hand.

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REVIEW GROUP
(RG/E/CDP)

Mission

RG reviews, weekly, all of ODP's computer usage requirements. Chaired by the Chief, Engineering Division, its members include representatives of Processing Divisions and Systems Integration Staff, Applications, and other interested representatives of Agency components.

Functions

o   Reviews projected impending weekend computer centers' hardware software, and special-processing requirements.

o   Reviews and coordinates, for four one-week periods (the past week and three impending weeks), plans and requirements for equipment maintenance and installation, configuration changes, and other activities that could impact the production capacity of ODP's computer systems.

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REVIEW BOARD
(FE/E/CDP)

Mission:

Chaired by the ADE/P/ODP and with Division Chiefs and C/SIS as members, FE is
policy, short- and long-range plans, and problem-resolution group that meets
required.

Functions

   o   Reviews and determines the necessary action to resolve probl
         affecting Processing's goals and missions.

   o   Formulates and coordinates short-term (18 months) and long-range (
         years) plans for L/ODP approval.

   o   Establishes each of Processing's components milestones
         implementing both short- and long-range plans.

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SYSTEMS INTEGRATION STAFF
(SIS/E/CIP)

Mission

SIS determines the readiness of batch and interactive systems hardware/software changes within the ODP GCO3 and GC47 Computer Centers, and coordinates with appropriate Processing components, accordingly; ensures the completeness of procedures necessary to install changes or additions; and, through testing, certifies the integrity and compatibility of such system changes or additions.

Functions

- o   Tests software (except GIMS, CAMS, or TADS) enhancements for implementation readiness into, or as, the batch or interactive production systems (GCO3 or GC47 Centers).

- o   Performs or assists in benchmark studies for computer systems, as required.

- o   Determines operator training and the preparation of operator documentation and procedures with the appropriate Processing components for the batch and interactive systems (in the GCO3 and GC47 Centers).

- o   Analyzes security spillages, as directed by the Management Staff.

- o   Determines and prepares user information and training required for new, or changes to, the interactive or batch software systems.

- o   Reviews batch and interactive systems software problems and initiates recommendations for modification.

- o   Tests, as necessary, hardware system changes and modifications, as directed by the Chairman/FG.

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SYSTEMS PROGRAMMING DIVISION
(SPD/P/ODP)

Mission

D generates and maintains stable and reliable ODP operating systems and other
system-related software, in accordance with ODP-approved plans.

Functions

PD is functionally divided into the following branches:

Batch Systems Branch (BSB/SPD/P/ODP)

   o   Generates and maintains current batch operating systems.

   o   Analyzes and diagnoses problems associated with current batch
          operating systems.

   o   Implements and maintains special batch software packages, such as
          compilers, assemblers, CROSSTABS, and SPSS.

   o   Maintains systems software packages required for the operation of
          peripheral systems, such as the CDC Page Reader, IBM Model 20s, and
          plotters.

   o   Customizes, implements, and documents (accordingly) new batch
          operating systems and software packages.

Online Systems Branch (CSB/SPD/P/ODP)

   o   Generates and maintains systems-related software (excluding SIPS) to
          provide online support for current batch operating systems.

   o   Analyzes and diagnoses problems associated with online systems
          software.

   o   Provides systems support for online software applications.

   o   Reviews online systems and makes recommendations, accordingly, for
          improving overall efficiency.

Interactive Systems Branch (ISB/SPD/P/ODP)

   o   Generates and maintains the ODP interactive system.

   o   Analyzes and diagnoses problems associated with the ODP in
          system.

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- o   Maintains special interactive (timesharing) system software package
  such as APL, SEDIT, BATCHMON, and RAMIS.

- o   Customizes and implements new interactive software systems a
  prepares documentation, accordingly.   .

- o   Designs, implements, and maintains communications-access package
  such as the Conversational-Access Method (CAM).

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PRODUCTION DIVISION
(PD/P/CPP)

Mission

PD manages production applications and databases processed by computer and E
(electronic accounting machine) equipment by performing these functions relat
to data conversion, EAM services, and production applications compute
processing; reproduces and distributes computer-generated reports; a
maintains document and machine-readable program libraries for production a
development applications.

Functions

PD is functionally organized into the following two branches:

Production Control Branch (PCB/PD/P/CPP)

- o   Manages and processes production (operational) applications.

- o   Develops and maintains job-control language programs, onli
       interactive programs, and the production documentation durin
       required for processing production applications.

- o   Maintains production and development machine-readable progra
       libraries.

- o   Maintains an applications and computer program documentation library.

- o   Reviews new applications documentation and prepares processin
       procedures for acceptance as a production application.

- o   Ensures processing data integrity and database restoration b
       providing data backup and permanent storage.

- o   Performs periodic reviews on production applications to identi
       possible processing deficiencies.

- o   Reproduces and distributes computer-generated reports.

- o   Determines requirements for reports-reproducing hardware, facilitie
       and maintenance.

Data Convers on Branch (DCB/PD/CPP)

- o   Manages and processes scheduled EAM applications and provi

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   c   Provides data-conversion and keypunch services at the Key Building at two Headquarters data-conversion facilities.

   o   Manages and operates the Key Building Data-Access Center (DAC).

   o   Coordinates EAM, DAC (Key Building), and data-conversion hardware facilities, and maintenance requirements with the Engineering Division.

   o   Provides special-handling and courier service for work processed for the Office of Finance.

   o   Manages and controls EAM and data-conversion databases to ensure data integrity, which includes data backup and database restoration.

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OPERATIONS DIVISION
(OD/E/ODP)

Mission

OD/P operates ODP's computer and remote-job-entry (RJE) centers; maintains magnetic tape libraries and diskpacks; processes computer data for computer center customers; coordinates all hardware, software, and procedural changes with the respective Processing Divisions and SIS; and executes hardware, software, and procedural schedules for maintenance, configuration changes, and pre-production system testing.

Functions

OD is functionally organized into the following two independent computer centers:

General Center

   o   Operates and schedules work to be processed on the computer equipment located in GC33 and 1D1005 Headquarters.

   c   Operates the Chamber of Commerce and 4F56 Headquarters data-access stations, and the Northrop-Page building computing facilities.

   o   Controls diskpacks and manages a magnetic tape library.

   o   Maintains a receiving and distribution point for input to, and output from, the GC33 Center.

   o   Processes requests for offsite data storage.

   o   Executes RB/D-directed special plans.

   o   Produces the Center's short-range (maximum four weeks) scheduling and operating plans, as coordinated by AG/P.

   o   Identifies and reports incidents adversely affecting the operation of ODP's computing systems to the Chief Engineer (CE/ED/E/ODP).

Special Center

   o   Operates and schedules the work to be processed on the computer equipment located in the GC47 Headquarters.

   o   Controls diskpacks and manages a magnetic tape library.

   o   Maintains a receiving and distribution point for input to, and output from, the GC47 Center.

   o   Processes requests for offsite data storage.

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 c Produces the Center's short-range (maximum four weeks) scheduling a
    operating plans, as coordinated by RG/P.

 o Executes RG/P-directed special plans.

 o Identifies and reports incidents adversely affecting the operation
    the ODP's computing systems to the Chief Engineer (CE/ED/E/ODP).

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GIMS DIVISION
(GD/E/ODP)

Mission

GD is responsible for all processing services impacting the Generalized
Information-Management System (GIMS). GD provides maintenance and enhancements
to GIMS and measurement information used to improve system or applications
design. This Division is solely responsible for the management of all the GIMS
systems, including minicomputer database systems and COMFIX Automated
Management System (CAMS) facility. Coordination for future applications
requirements is through the GIMS Management Group.

Functions

GD is functionally organized into the following two branches:

Software Branch (SB/GD/E/ODP)

o   Maintains GIMS software.

o   Performs GIMS measurement, tuning, and optimization.

o   Develops enhancements to GIMS to meet customer and operational
        requirements.

o   Develops and publishes GIMS software documentation.

o   Provides problem-analysis support to GIMS.

o   Consults with ????? on general database systems problems.

o   Provides systems development and maintenance support for
        Database-Management Branch's minicomputers.

o   Reviews GIMS applications for impact on overall GIMS workload and
        availability.

o   Develops generalized batch utility programs for support of GIMS
        databases.

o   Defines three- to five-year plan for changes or additions to
        Office-supported generalized database-management systems.

Database-Management Branch (DBMB/GD/E/ODP)

o   Staffs and operates the GIMS Processing Center (GPC).

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 o Monitors all GIMS operations.

 o Provides database-management and control to ensure data integrity, including data backup, archival storage, history tape analysis, and database restoration.

 o Installs new databases developed by ?????, and as approved by the GIMS Review Board.

 o Processes GIMS batch applications submitted or developed by ?????

 o Develops and publishes GIMS operating procedures.

 o Tests new GIMS software developed by ?????

 o Operates CAMS.

 o Participates in the GIMS Review Board activity.

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ENGINEERING DIVISION
(ED/P/ODP)

Mission

ED provides and maintains computer hardware systems, as approved by P/ODP, and directed by DD/P, and ensures the stability and reliability of the hardware.

Functions

ED is functionally divided into the following three branches, with engineering activity coordinated by a Chief Engineer:

Chief Engineer

o   Coordinates the scheduling of computer hardware preventive maintenance with Operations Division (OD/P/ODP), through the the Review Group (RG/P/ODP).

o   Determines requirements for scheduled and unscheduled contractor maintenance of computer hardware, and maintains maintenance records.

o   Monitors hardware maintenance and engineering changes.

o   Audits and certifies invoices for unscheduled computing and related equipment maintenance.

o   Directs and coordinates the action required in resolving problems related to computer systems (hardware and software) including analysis activities, and determines responsibility for corrective action.

o   Monitors GSA's 30-day acceptance testing on new EDP equipment.

o   Monitors environmental and power service tolerances.

o   Assists ODP components, as required, in establishing hardware performance standards.

Configuration Management Branch (CMB/ED/P/ODP)

o   Plans and determines optimum hardware and software system configurations operated by OD.

o   Collects, reviews, analyzes, and reports to management on the availability of computer hardware and software systems compris...

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- Develops and coordinates plans with appropriate ODP components for alternate computer equipment facilities in the event of disaster.

- Drafts minimum equipment reliability performance requirements for ODP computer systems and coordinates with the Support Staff for publication of these requirements.

- Operates an answering service (Trouble Desk) to receive users' trouble reports and initiates corrective action.

- Provides technical consulting service to users requiring assistance.

- Develops and maintains systems for monitoring and measuring hardware and software systems performance, and audits hardware and software usage for short-term (e.g., 18 months) and long-range (e.g., five years) planning.

- Prepares a monthly computer and manpower resource report ("Project Activity Report") of ODP resource usage, by project, for Agency components.

- Assists the Chief Engineer in monitoring GSA's 30-day acceptance testing on new ADP equipment.

Facilities Branch (FB/EL/I/ODP)

- Prepares and maintains master drawings and records of the physical arrangement and interconnection of computer equipment.

- Participates in site planning for projected computer systems, which includes determining, preparing, and coordinating specifications and requirements for electrical power, environmental, space, and security with the appropriate service organizations.

- Plans, coordinates, and supervises activities associated with the physical installation of computer equipment.

- Monitors execution of short-term (e.g., 18 months) plans and ensures dissemination of notices of hardware changes to the user community.

Telecommunications Branch (TB/EL/I/ODP)

- Conducts site surveys and coordinates with the appropriate Agency components for installing remote devices in response to user requests.

- Installs, acceptance tests, and evaluates new remote devices, such as Delta Data terminals, Texas Instruments terminals, patch panels, multiplexers, etc.

- Monitors telecommunications hardware and software vendor maintenance performance.

- Provides and maintains the hardware and software for remote job-entry

- Responds to remote equipment trouble calls in answer

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trouble-answering service.